

OUTREACH NOTICE

**Gila National Forest
Supervisors Office
Silver City, New Mexico**

**Contract Specialist
GS-1102-12**



The Gila National Forest will soon be advertising a vacancy for a GS-1102-12, Contract Specialist. The position is a permanent full-time appointment, and will be located at the Supervisor's Office in Silver City, New Mexico. Please note: The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement (i.e. service-wide, government-wide). Responses received from this outreach notice will be used to make this determination.

VACANCY ANNOUNCEMENT: The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at www.usajobs.gov.

Major Duties

The incumbent will serve as a Contract Specialist Lead in the performance of a full range of contracting duties and Acquisition Management Lead for the Forest. The position must maintain a Federal Acquisition Certification in Contracting (FAC-C) or equivalent at a Level II and possess sufficient education and experience necessary to secure a Level IIB Warrant, or the ability to secure both within 2 years of hire. DIAWA Certified Contracting Specialists are encouraged to apply. Duties will include, but are not limited to:

- Identifying appropriate contract type, including small business requirements
- Serving as Contract Specialist responsible for all aspects of contracting transactions from initiation to recommendation of contract for procurement of supplies or services
- Preparing solicitation documents and analyzing proposals for conformance with the solicitation
- Serving as a technical expert and advisor to management, customers and contractors regarding procurement actions and duties
- Providing administrative and technical supervision necessary to accomplish the work of the unit
- Negotiating complex modifications to contracts and conducting inspections as well as conducting contract administration where necessary
- Monitoring of the status of contract performance, approval of progress payments, reviewing and providing recommendations on contractor proposals
- Interpreting contract provisions for contractors and for officials of the agency along with providing appropriate advice and guidance
- Responding / working with FOIA representative on any request that may involve AQM, congressional inquiries representative and providing requested information to the Forest Leadership Team (FLT)

- Ensuring procurement duties are implemented in accordance with provisions of FAR Part 19 and its supplements to include Department and Agency policy and procedures
- On occasion, works with Grants and Agreements officers to ensure seamless response
- Warranted Contracting Officer with cradle to grave procurement responsibilities
- With the support of the Supervisory Administrative Operations Specialist provides leadership / management for one contracting specialist, and one Purchasing Agent
- Ensures good, strong, positive communication with forest budget officer

Gila National Forest

Every National Forest offers its own unique beauty. The Gila's beauty is in its diversity of rugged mountains, deep canyons, meadows, and semi-desert country. It is one of the more remote and least developed National Forests in the southwest. Covering 3.3 million acres of publicly owned forest and range land, the Forest is the sixth largest National Forest in the continental United States. Elevations range from 4,200 to 10,900 feet and cover four of the six life zones. There are 6 ranger districts.

Flora and fauna are diverse. Ocotillo and cactus are found in the lower elevations, and juniper, pine, aspen, and spruce-fir forests are plentiful in the high mountains. Wildlife such as the black bear, mountain lion, elk, deer, antelope, bighorn sheep, and wild turkey inhabit the Forest. Bald eagles, peregrine falcons, and red-tailed hawks are also present.

The Forest boasts a rich history of the Mogollon and Apache Indians, Spaniards, Mexicans, ranchers, prospectors and miners. Apache Chiefs Mangas Coloradas, Geronimo, and Victorio; conservationist, ecologist and author of the Sand County Almanac Aldo Leopold; Billy the Kid and other outlaws; and renowned lion hunter Ben Lilly are but a few of the personalities from the past that have left their mark in the Gila.

Another unique beauty of the Gila National Forest is its wilderness. The Gila, Aldo Leopold, and Blue Range Wildernesses offer unparalleled hiking and horseback riding. The 558,065-acre Gila Wilderness, created in June 1924 at the urging of the great conservation pioneer Aldo Leopold, was the world's first designated wilderness. The Wilderness areas on the Gila comprise a vast, roadless realm astride the Black, Mogollon, Diablo, and Blue mountain ranges, varying from grassland foothills upward through juniper woodland, ponderosa pine, and then spruce-fir forests on the high peaks. Mountain meadows, aspen glades, and spruce forests border on narrow, rock-walled canyons which in some places plunge to depths of more than a thousand feet.

The San Francisco, Gila, and Mimbres Rivers, the Catwalk, Pueblo Park Campground, Gila Cliff Dwellings, Mogollon Baldy, Castle Rock, Eagle Peak Mountain, Emory Pass, and the Burro Mountains are among the many islands of beauty on the Gila. Other areas of interest include Cooney's Tomb, El Caso Lookout Tower, Beaverhead, Reed's Peak, Frisco Hot Springs and Cherry Creek. More information can be found at www.fs.usda.gov/gila/.



Location

Silver City is a full-service community and the cultural and recreational hub of Southwestern NM. At nearly 6000 feet, the area is a cool oasis from desert heat. The “four gentle seasons”, attract many tourists which help support an economy based on mining and ranching. Tourists flock here to hike the Gila Wilderness – the first Wilderness ever designated. Silver City was recently selected one of the healthiest places to live and retire. Many artists find inspiration in the nearby hills, and their galleries join with many restaurants and shops to line the historic downtown streets. This area was once home to the likes of Geronimo and Billy the Kid. The town hosts several summer events such as the Tour of the Gila (bicycle race), a Blues festival, and a PRCA rodeo. The influence of Hispanic and native cultures is readily seen in the food, language, and customs of the area. One can enjoy authentic Mexican food and buy unique art and gifts. Silver City is served by a small airport with daily flights to Albuquerque. Other major airport hubs within a 3 to 4 hour drive of Silver City include Tucson and El Paso.

Housing

Government housing is not available, local housing in the Silver City area is below the national average with a median sales price of a single-family home of approximately \$ 160,000.

OUTREACH RESPONSE FORM

If you are interested in this position, please complete this form and email to Tony Mireles Supervisor Administrative Operations Specialist, at amireles@fs.fed.us. Please respond by **April 27, 2016**. For more information, please contact Tony Mireles, at (575) 388-8306.

PERSONAL INFORMATION:

Name:		Date:	
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Address:	
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Email Address:	
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Phone:	
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Are you currently a Federal employee?	YES:		NO:	
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IF YES: Current Agency and location:	
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Current Title/series/grade/Level: Warrant? Amount.	
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Type of Appointment:	Permanent		Term		Temporary	
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If you are not a current permanent employee (career or career conditional), are you eligible for appointment under any of the following special authorities?	
	Person with Disabilities
	Veterans Recruitment Act
	Former Peace Corps Volunteer
	Disabled Veteran with 30% Compensable Disability
	Pathways Program
	Veterans Employment Opportunities Act of 1998
	Other, please describe:

Thank you for your interest in our vacancy!